

PAUL BERG & TAYLOR FORM OF AUTHORITY SOLICITORS AND E- CONVEYANCERS

I/We _____ (please print your full names)
of _____

hereby appoint Messrs Paul Berg & Taylor to act on my/our behalf in connection with the sale of _____ purchase of _____ (or any alternative purchase notified) and enclose a cheque on account of initial search fees. I/We wish you to an effect additional planning search (please tick here).

My/our home telephone number is _____

My/our work telephone numbers are _____

My fax number is _____

My/our mobile telephone numbers are _____

My e mail address is _____

(please delete any of the above if you do not wish us to contact you by such means)

If my/our instructions are in connection with a sale, the name and address of the lender holding a mortgage over the property is _____

and the lender's mortgage account or roll number is _____

(please give details of any second or subsequent lender if applicable)

The approximate amount outstanding under each mortgage is £ _____

Details of my/our account to be credited with monies due after completion by way of an electronic CHAPS payment are as follows:

Bank/Building Society sort code/address _____

account name and number _____

I/we are aware that documentation relating to our sale and/or purchase will be available for viewing on your website. We hereby consent to the selling agents associated with the sale and/or purchase viewing that documentation in addition (unless we tick here). To access our documentation online via our own pc, I/we would like my/our user name to be _____ and my/our password to be _____ (6-9 letters and do write clearly please), and we would like your final report to us regarding this transaction to be sent to us on a CD-Rom (unless we tick here) My/our e mail address to receive notification of updates is as stated above.

My/our signature(s) below confirm acceptance of my/our responsibility to read the communications and documentation from you, and my/our agreement to contact you for clarification and further advice should any part not be fully understood or accepted.

Signed _____

Dated _____

PAUL BERG & TAYLOR PURCHASE QUESTIONNAIRE

What is the full postal address of the property ?

What is the purchase price agreed with the Vendor ? _____

Please confirm the name and address of the Building Society or Bank to which you have made an application for a mortgage advance, (if applicable).

Please confirm the name and address of any Mortgage Broker who has arranged a mortgage on your behalf.

How much are you borrowing from your Building Society or Bank on the new mortgage ? _____

Are you providing the balance of the purchase price yourself, or have you applied for any second or top-up mortgage? If the latter, then please state the name and address of the Lender and the amount required.

What items e.g. carpets, curtains etc., do you understand to be included in the purchase price ?

Have you agreed with the Vendor to purchase any items at the property in addition to the purchase price for the property itself? If so, please state the items and the amount or amounts payable.

When you have completed the purchase and moved into the property, will anyone else occupy the property who is aged 17 years or over? If so, please state their name, age and relationship to you.

Have you paid a holding deposit to the selling agents? If so, then please confirm the amount paid over and supply us with the receipt from the Selling Agents. _____

On completion, will you be a party to a mortgage over another property ? (Yes(give details on a seperate sheet)/No)

Please confirm your full address after completion of the purchase for service of all documents and correspondence from your Landlord (if the property to be purchased is leasehold) and from HM Land Registry. As formal documents and correspondence will be sent to this address you may need to update the address in the future.

On or after completion, will you be holding the property in trust for any other person, or will you any other person have an interest in it's proceeds of sale ? If so, please provide details on a seperate sheet. _____

After completion of the purchase, are you intending to (a) live in the property (Yes/No) (b) rent in to another (Yes/No) or (c) develop it, either by conversion, or extension or alterations ? (Yes(please give details on a seperate sheet)/No)

Signed _____

Please print name(s) _____ Dated _____ 200 ---